



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

100 Lagoon Complex · Suite 4
St. Croix · U. S. Virgin Islands · 00840
Telephone (340) 772-4432 · Fax (340) 772-4002
www.vihfa.gov

REQUEST FOR PROPOSALS

for

AC SYSTEM FOR LAGOON STREET COMPLEX

RFP 010-2023-STX

Issue date:

June 30, 2023

Submittal deadline:

July 21, 2023

Contact person:

Afisha M. Hillocks
Procurement/Contract Officer
ahillocks@vihfa.gov
(340) 772-4432 ext. 3233
www.vihfa.gov/procurement/solicitation



Unlocking the Door to Affordable Housing

“CONFIDENTIAL SUBMISSION”

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

RFP 010-2023-STX REQUEST FOR PROPOSALS AC SYSTEM FOR LAGOON STREET COMPLEX

1.0 INTRODUCTION

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting proposals from qualified and licensed firms (“Respondent”) to remove and dispose of existing Air Conditioner (“AC”) system and the installation of a new AC Cassette type system to be located at Plot B, Building 2, Lagoon Street (more popularly known as the “old legislature building”) on St. Croix, USVI. The Respondent will also be responsible for preventive/corrective maintenance services for all installed AC units.

2.0 SCOPE OF SERVICES

The selected Respondent shall be responsible for furnishing all materials, labor, tools, equipment, supplies, and services required to complete the overall project goal and scope of work intended. Therefore, the proposal cost submission must reflect an inclusive price. The selected Respondent will provide the following services:

Protect all existing and adjacent structures to ensure damage is not caused during the course of completing the project scope of work.

REMOVAL/DISPOSAL SERVICES

Work Plan/Health and Safety Plan: provide a detailed work plan, health and safety plan, and schedule for the project.

The selected Respondent is required to complete an overall project Work Plan and Health and Safety Plan prior to receiving the Removal/Disposal services Notice to Proceed.

The plans must be reviewed and approved by VIHFA prior to the issuance of the Removal and Disposal services Notice to Proceed.

Removal of System: HVAC Contractor will remove and dispose of the existing air conditioning system throughout the building to include the chill water system and ductwork in addition to their associated hardware. Utilize a crane to remove the old units on the roof and ground and replace them with new condensing units.

Repair any opening left behind on roof left from AC ducts removal.

Disposal of Trash: Provide disposal bins onsite for trash removal and provide secure storage for onsite material use.

INSTALLATION SERVICES

Provide VIHFA's CM assigned to the project, all product submittals and specification sheets for review and approval prior to order of materials (for example: condensing units, air handlers, ducting, piping...etc.).

Load Calculation: Perform a detailed load calculation to determine the cooling requirements of the building. This calculation takes into account factors such as the building's size, insulation, orientation, occupancy levels, and climate conditions. Based on the load calculation results, the HVAC professional shall design and size the system accordingly.

System Design: Design a ductwork system to ensure proper airflow distribution throughout the building. This includes determining the duct sizes, layout, and location of supply and return vents on VIHFA's floor plan. The ductwork should be installed following industry standards and local building codes.

The design shall also specify the intended location of all the outdoor units. VIHFA shall be given the opportunity to request adjustments to the general layout to suit its needs. Upon VIHFA's written approval of the design, the Selected Respondent must submit an equipment order proposal/invoice from the distributor / vendor to VIHFA for review. Once approved in writing, the equipment may be ordered.

Equipment Installation: The HVAC contractor will supply and install a minimum of 50 Ton cassette type AC system based on the general building and layout to cool and condition both floors of the building, including multiple compressors, air handlers or fan coil units, and associated components. This involves mounting the equipment with required hardware, connecting refrigerant lines, electrical wiring, and any necessary plumbing connections. **Repair all walls that may require opening to install A/C lines.**

All Respondents must include with their bid manufacture specifications for all the Outdoor and Indoor units they will utilize for the installation. This must include the Manufacture Specification Sheets, the associated Manufacture Warranties/Guarantees, and any other relevant details. Further:

The selected equipment and system must carry the Air Conditioning, Heating & Refrigeration Institute Certification (AHRI).

The selected equipment and system must carry an Energy Efficiency Ratio (EER) of 14.0 or greater.

The selected equipment must be intended for use in the Territory's marine/coastal environment. Therefore, VIHFA considers this most suitable for the Territory's particular environment.

Control System Installation: This system will consist of sixty-sixty five (60-65) cassette air handlers. Supply and install twenty-twenty five (20-25) zone controllers. Run and connect controls, refrigerant, and condensate lines. The HVAC contractor will install and configure the necessary controls, thermostats, and sensors. This allows for efficient operation and monitoring of the AC system.

Electrical Work: Provide proper wiring, connections, and electrical panel upgrades if necessary. Provide 3-phase electrical disconnect for the condensers for the first and second floor. Run and provide electrical supply for sixty-sixty five (60-65) cassette air handlers throughout both floors.

Commissioning and Testing: Once the AC system is installed, the HVAC contractor will perform commissioning and testing to ensure that the system operates as intended free of leaks. This involves evacuating the system, charging the system, start up, checking refrigerant levels, airflow, temperature differentials, and overall system performance.

Balancing and Adjustments: The HVAC contractor will balance the airflow within the ductwork system, adjusting dampers and registers as needed to achieve proper air distribution and temperature control throughout the building.

Documentation and Training: Provide documentation such as equipment manuals, warranties, and or guarantees, workmanship, and as-built drawings for future reference. Also provide training on how to operate and maintain the AC system.

Disposal of Trash: Provide disposal bins onsite for trash removal and provide secure storage for onsite material use.

MAINTENANCE SERVICES

Ongoing Maintenance and Service: Separate and apart from Bid Sheet, provide a three year monthly ongoing maintenance and service contract for VIHFA review to ensure the AC system operates efficiently and remains in good working condition. This may include regular inspections, filter replacements, and preventive maintenance tasks.

Itemized list of services to be provided with the said contract. Include the standard checklist(s) to be utilized for said service and maintenance.

Clearly specify what is included and common / typical items, not included, if applicable.

Clearly outline all costs associated with the monthly service and maintenance contract.

RESPONSE TIME: Twenty-four (24) hour response to all non-emergency maintenance service call or call-backs. The respondent must guarantee a maximum of 2-hour response time for emergencies.

2.1 CONTACT INFORMATION

The selected Respondent shall provide contact information for the purpose of facilitating and maintaining regular communication with VIHFA. This contact information shall include a minimum of a reliable company phone number and email address. The said contact information shall be monitored regularly and used to facilitate an open line of communication with the VIHFA. Respondent will also be required to identify the name of the primary contact for the engagement.

3.0 STANDARDS OF CONDUCT

The successful Respondent shall be responsible for maintaining satisfactory professional standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity; and shall be responsible for taking disciplinary action with respect to any employee as may be necessary.

The successful Respondent shall protect all VIHFA's confidential information and is prohibited from misusing confidential and proprietary information. In the course of providing services to the VIHFA, the selected Respondent may receive certain information specific to VIHFA's clients or business associates. The maintenance of confidential and proprietary information in strict confidence and the confinement of its use to the VIHFA are of vital importance to the VIHFA.

4.0 CONFLICT OF INTEREST

A Respondent submitting a proposal hereby certifies that: no officer, agent or employee of VIHFA has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of the VIHFA; the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent for the same Request for Proposals ("RFP"); and the Respondent is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

5.0 INDEMNIFICATION

To the extent permitted by law, the Respondent shall indemnify, hold harmless, and defend the Authority, its Board of Directors, agents, and employees, from and against any and all claims, demands, actions, liabilities, losses, costs, and expenses, including but not limited to reasonable attorneys and other fees, asserted by third parties ("Claims"), which Claims are caused by or arise from the services performed by the Respondent in relation to the professional services provided to the VIHFA under contract.

6.0 TERM

REMOVAL/DISPOSAL SERVICES

The VIHFA will contract for a period of **Fourteen (14) calendar days** from the Notice to Proceed. The VIHFA reserves the right to modify and/or terminate the contract if the selected Respondent fails to perform in a manner consistent with the terms of the contract. In addition, the VIHFA reserves the right to modify and/or terminate the contract if funding becomes unavailable.

INSTALLATION SERVICES

The VIHFA will contract for a period of **One Hundred Twenty (120) calendar days** from the Notice to Proceed. The VIHFA reserves the right to modify and/or terminate the contract if the selected Respondent fails to perform in a manner consistent with the terms of the contract. In addition, the VIHFA reserves the right to modify and/or terminate the contract if funding becomes unavailable.

MAINTENANCE SERVICES

The selected Respondent will also contract for a period of **three (3) years for a service contract**, subject to the VIHFA's option to extend the term of the contract for a similar term at the existing billing rates subject to satisfactory performance and by mutual written agreement of the parties. The VIHFA reserves the right to modify and/or terminate the contract if the selected Respondent fails to perform in a manner consistent with the terms of the contract. In addition, the VIHFA reserves the right to modify and/or terminate the contract if funding becomes unavailable.

7.0 TERMINATION

Either party may terminate the parties' contract with or without cause with thirty **(30) calendar days** written notice to the other party before the effective date of such termination. The VIHFA may, by written notice, terminate the successful Respondent's services, in whole or in part, for failure of Respondent to perform its obligations under the parties' contract. In such event, the Respondent shall be liable for damages as authorized by law.

8.0 USE OF SUBCONTRACTORS

The VIHFA shall have a single Prime Contractor and that Prime Contractor shall be responsible for contract performance as specified in this RFP whether or not subcontractors are utilized. This general requirement notwithstanding, Respondent may enter into subcontractor arrangements. However, Respondent shall acknowledge in its RFP package total responsibility for the entire contract. If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its package any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The documentation required of the Prime Contractor is also required for any subcontractor. The Prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the Prime Contractor and the VIHFA. Unless provided for in the contract with the VIHFA, the Prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the VIHFA.

The Prime Contractor shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by the VIHFA.

9.0 RESPONDENT'S EXPENSES

The Respondents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the VIHFA, if any. The VIHFA will not be liable to any Respondent for any claims, costs or damages incurred by the Respondent in preparing the Proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

10.0 CONTRACT PRICE AND BILLING

Provide a flat rate fee to complete the Scope of Services for removal/disposal & Installation Services. Also, provide monthly rates for maintenance services once the AC system is installed.

The selected Respondent is responsible for submitting all required documentation for payment to VIHFA.

Please note, the information requested in the cost proposal may not necessarily reflect the structure of the final contract.

11.0 REQUEST FOR PROPOSAL SCHEDULE

The deadlines associated with this RFP are further outlined:

RFP SCHEDULE	DATE	TIME
RFP Issue date	June 30, 2023	
Pre-proposal Conference	July 6, 2023	9:00 AM
Site Tour #1	July 6, 2023	3:00 PM
Site Tour #2	July 7, 2023	3:00 PM
Final date to submit written questions	July 14, 2023	
RFP Submittal Deadline	July 21, 2023	4:00 PM

The VIHFA reserves the right to change the RFP schedule by issuing an Addendum at any time.

12.0 ISSUING AND PROCURING OFFICE

This RFP is being issued for the VIHFA. All general correspondence and inquiries about the RFP should be submitted in writing and sent to:

Inquiries can be made by e-mail.

Email: ahillocks@vihfa.gov

Mark subject line for email “RFP 010-2023-STX”

From the issue date of this RFP until a determination is made regarding the selection of a successful Respondent, all contacts concerning this RFP must be made through the Procurement/Contract Officer. Any violation of this condition is cause for the VIHFA to reject the Respondent’s package. The VIHFA will **not** be responsible for any oral information given by any employees.

Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions and requirements in this RFP. The issuance of a written addendum by the Procurement/Contract Officer is the **only** official method by which interpretation, clarification or additional information shall be given. If the VIHFA amends this RFP, the Procurement/Contract Officer will post such notices on its website, <https://www.vihfa.gov/procurement/solicitation>.

The VIHFA will **not** be held responsible if any potential Respondent does not check the website on a regular basis for any addenda that may be issued. It is the responsibility of the potential Respondents to update all contact information, as necessary, to periodically check VIHFA’s website for updates, and/or to contact the Procurement/Contract Officer to ensure the receipt of all addenda prior to the submittal of the proposal package.

After the question deadline, the Procurement/Contract Officer will post responses to the questions in the form of an Addendum. Respondents shall rely only on written statements issued through or by VIHFA’s Procurement/Contract Officer.

13.0 PRE-PROPOSAL CONFERENCE

The VIHFA will conduct a virtual Pre-Proposal Conference at **9:00 a.m.** Atlantic Standard Time (“AST”) on **July 6, 2023**. You may join the meeting at <https://us02web.zoom.us/j/82878980670>, **Meeting ID 828 7898 0670**.

It is highly recommended that prospective Respondent thoroughly review the requirements of the RFP prior to the Pre-Proposal Conference. All prospective Respondents are urged to participate in the virtual pre-proposal conference. Non-attendance on the part of a Respondent shall not relieve the prospective Respondent of any responsibility for adherence to any of the provisions of this RFP package or any addenda thereto.

14.0 DELIVERY OF PROPOSAL PACKAGE

All responses to this RFP are to be submitted no later than **4:00 p.m.** AST on **July 21, 2023**. The VIHFA will **not** consider fax submission of a proposal. Proposal Package must be emailed to **procurement@vihfa.gov**.

The email subject line must be clearly marked “**AC SYSTEM**”. The VIHFA will not consider fax submission of a proposal or email submissions received after the deadline and submissions submitted to the wrong email address.

Failure to clearly mark each proposal package with this information may cause the VIHFA to inadvertently open the proposals before official closing date and time. The VIHFA will log all received proposals with the date and time of receipt. Proposals received after the deadline will be considered **LATE** and will **not** be opened or considered.

15.0 CONTENTS OF PROPOSAL PACKAGE

To be considered for award, the proposal package shall meet the following requirements.

EMAIL ATTACHMENT #1 - PROPOSAL

PROPOSAL FORMAT:

A. RFP Cover Letter - Complete Enclosure Document A.

B. Commitment Statement Letter – The Commitment Statement letter should be on the company’s letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all of the commitments made in its submittal. The letter shall also include a statement of understanding for the work to be done. It shall state that the firm will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner. The letter shall state that all data presented in the proposal is accurate and complete. Additionally, the firm must state they understand the discovery of any significant inaccuracy in information submitted by them shall constitute good and sufficient cause for rejection of the proposal. It should also state

that the proposal package will remain in effect for a period of 90 days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. Respondent shall also confirm that the firm has not engaged in any unethical practices within the past ten (10) years.

The Respondent shall also certify that all information it may receive in the course of conducting its work shall be treated as confidential and proprietary. Such information and data may not be disseminated to others without the written approval of: *Executive Director, 100 Lagoon Complex, Suite 4 Frederiksted, VI 00840.*

- C. **Non-Collusive Affidavit** – Complete **Enclosure Document B**. The form must be notarized.
- D. **Debarment Certification Form** – Complete **Enclosure Document C**. The form must be notarized.
- E. **Corporate Document Checklist Form** – Complete **Enclosure Document D** and submit **current USVI Business License** as a HVAC Mechanical Contractor.
- F. **Technical Proposal** – Provide a detailed narrative explaining the Respondent's qualifications to provide the services, focusing on its company's key strengths and competitive advantages. The proposal shall consist of the following:
 - A. An EXECUTIVE SUMMARY which should contain the following:
 - 1. Firm's name, the office's physical and mailing addresses, telephone, fax number and e-mail address.
 - 2. Brief history and description of the firm.
 - a. List current ownership structure.
 - b. Year established and any former name(s) under which the firm conducted business, if applicable.
 - c. The number of employees in your firm.
 - i. Demonstrate that the firm has adequate staffing to fulfill the required services throughout the entire contract term by completing **Attachment 1** (Contractors Capacity Assessment Form).
 - 3. Type of services provided by the firm
 - B. QUALIFICATION/EXPERIENCE SUMMARY which should contain the following:
 - 1. A statement of the firm's qualifications and experience to perform the requested services.
 - a. Strong background providing services in RFP.
 - i. Include competitive advantage over other Respondents
 - b. Applicable experience providing services in the RFP
 - i. Include competitive advantage over other Respondents
 - 2. Complete **Respondent's Qualification Statement Form** - Enclosure Document E.

- a. For the experience section of the form, the Respondent must provide clear evidence of having experience with installation of at least one (1) AC system similar in size and scope to what is requested in RFP.
 - b. For the Reference Section of the form, the Respondent shall provide a minimum of three (3) non-VIHFA references for whom the Respondent has performed the most recent, relevant work comparable to the scope requested in this RFP who would be willing to discuss Respondent's competency and performance. If Respondent currently has more than three (3) non-VIHFA references, Respondent may provide a separate sheet with its client list and contact information. The VIHFA reserves the right to check references prior to award.
 3. Resumés of key personnel
 - a. Should include but not limited to education, training, technical experience, functional experience, relevant and related experience and applicable certifications
- C. PLAN SUMMARY which should contain the following:
1. The Respondent should submit a plan that meets the requirements outlined above in Scope of Services in the three categories: Removal/Disposal services, Installation Services, and Maintenance Services.
 - a. The plan should outline the entire AC system including but not limited to:
 - i. Product specification.
 - ii. Warranty period and what is included in the warranty;
 - iii. The Maintenance Plan and when the first maintenance service should start after the installation of AC System.
 2. The schedule for completion of project

EMAIL ATTACHMENT #2 – COST

COST FORMAT:

G. COST - Complete Enclosure Document F. The Respondent's proposed price should include **flat rates**. The VIHFA reserves the right to negotiate with the Respondent on the structure of the billing. **All proposal pricing must be valid for 90 days from the submission deadline and thereafter until the company withdraws it, a contract is approved and executed, or the procurement is canceled, whichever occurs first.**

MAINTENACE FEE FOR MONTHLY SERVICE

The Respondent shall provide a **comprehensive cost write-up on a separate sheet on the company's letterhead** regarding the proposed price to complete the monthly maintenance service.

Each Respondent must adhere to the requirements of this section relative to the proposal package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents shall ensure that the proposal package closely follows the sequence and organizational outline described in this section.

16.0 REQUIRED DOCUMENTS

The successful Respondent shall be required to submit the following documents:

A. Formation Documents – The successful respondent will be required to provide a copy of their Formation Documents within ten (10) business days of receiving a notice of selection.

- **Provide a copy of Formation Documents**

Corporations (Inc., Corp, Co., Corporation)

- Copy of Trade Name Certificate (if applicable)
- Copy of Articles of Incorporation & By Laws
- Copy of Certificate of Resolution
- Copy of current Certificate of Good Standing

Limited Liability Company (LLC)

- Copy of Trade Name Certificate (if applicable)
- Copy of Articles of Organization
- Copy of Operating Agreement (if applicable)
- Copy of current Certificate of Good Standing

General Partnerships

- Copy of Trade Name Certificate (if applicable)
- Copy of Partnership Agreement (if applicable)
- Certificate of Good Standing (if applicable)

Limited Partnerships (L.P, LLP, LLLP)

- Copy of Trade Name Certificate (if applicable)
- Certificate of Limited Partnership or Statement of Qualification for LLP and LLLP
- Certificate of Good Standing (if applicable)

Sole Proprietorship

- Copy of Trade Name Certificate (if applicable)

B. Employer Identification Number (EIN) - The successful Respondent will be required to provide an official copy of their EIN within ten (10) business days of receiving a notice of selection. The Respondent may provide a Form W-9.

C. Insurance - The successful Respondent shall provide the VIHFA with evidence of all appropriate and applicable insurance coverage carried by the Respondent, including policy coverage periods. Respondents shall furnish the VIHFA with certificates of insurance, showing that the following insurance is in force and will ensure all operations under this RFP.

- **General Liability Insurance** – The successful Respondent will be required to obtain, maintain and provide proof that it has in place General Liability Insurance in an amount no less than **One Million (\$1,000,000.00) Dollars** for each occurrence within ten (10) business days of receiving a notice of selection.

The insurance policy shall name the VIHFA as Certificate Holder and an “Additional Insured” via an endorsement as follows:

Virgin Islands Housing Finance Authority
100 Lagoon Complex, Suite 4
St. Croix, U. S. Virgin Islands 00840

- **Workers' Compensation Insurance/Certificate of Government Insurance Coverage** – The successful Respondent will be required to obtain and have in place Workers' Compensation Insurance coverage at the statutory limit within ten (10) business days of receiving a notice of selection.

All insurance shall be carried with companies that are financially responsible and licensed to do business in the United States Virgin Islands. Respondents shall not permit the insurance policies required to lapse during the period for which the contract is in effect. The Respondent must maintain coverage during the life of the contract. All certificates of insurance shall provide that no coverage may be cancelled or non-renewed by the insurance company until at least thirty days prior written notice.

Failure to provide the required documents within the stated time period may result in the proposals being deemed non-responsive and immediately disqualified with no further consideration for potential award of the contract.

17.0 SELECTION PROCESS

The VIHFA’s Evaluation Committee Panel is responsible for evaluating all Respondents’ submittals. The Evaluation Committee Panel will consider the following criteria:

Documentation: Shall be evaluated based on Respondent’s adherence to the purpose and scope of the project; the conditions, rules, regulations, and requirements of the Request for Proposal relative to the proposal package content and format and whether all documentation has been provided and completed in its entirety.

10 Points

Capacity: Shall be evaluated based on the Respondent’s capacity to complete the project within the needed timeframe.

10 Points

Professional Qualifications: Shall be evaluated based on the credentials of the Respondent’s resources such as the key personnel and management team assigned to perform the services.

20 Points

Specialized Experience: Shall be evaluated based on the Respondent’s relevant experience

20 Points

Technical Plan Shall be evaluated based on the Respondent’s proposed plan and schedule for completion of the project.

25 Points

Cost: Shall be evaluated based on the reasonableness of Respondent's cost of the services.
15 Points

17.1 PRESENTATION

Respondents may be invited to make an oral presentation of their proposal before the Evaluation Committee Panel. The time and location of the presentations will be communicated to the Respondent via written correspondence from the VIHFA. The oral presentation/demonstration will provide an opportunity for the Respondent to clarify or elaborate on the proposal, supply additional information, and respond to questions posed by the Evaluation Committee Panel but shall in no way materially change the Respondent's original submission.

After the Proposals have been evaluated, the Respondent with the highest evaluation score/highest ranked firm will be selected.

18.0 CONTRACT NEGOTIATIONS

The VIHFA shall negotiate with the most qualified Respondent, as determined by an Evaluation Committee Panel of the responses and, if applicable, conduct interviews. If VIHFA is unable to reach an agreement with any of the highest ranked firm(s), it may negotiate with the next highest ranked firm(s), proceeding in turn to each firm that VIHFA has determined to be qualified, in order of rank. If agreement cannot be reached with any qualified firm, VIHFA reserves the right to cancel the solicitation.

19.0 TERMS AND CONDITIONS

This RFP is a request for the submission of proposals but is not itself an offer and shall under no circumstances be construed as an offer.

VIHFA reserves the right to reject, without prejudice, any and all proposals submitted in response to this solicitation.

VIHFA reserves the right to modify or withdraw this request at any time.

VIHFA reserves the right to reject any or all companies, or to terminate the RFP process at any time, if deemed to be in its best interest.

VIHFA reserves the right not to award a contract pursuant to the RFP.

Further, proposals submitted in response to this solicitation become the property of the VIHFA and the VIHFA may use any idea or concept in a submitted proposal, regardless of whether that proposal is selected for award.

Enclosures

- | | |
|--------------------------------|-------------------------------------|
| 1. Enclosure Document A | RFP Cover Letter |
| 2. Enclosure Document B | Non-Collusive Affidavit |
| 3. Enclosure Document C | Debarment Certification Form |

Request for Proposals
RFP 010-2023-STX
AC System for Lagoon Street Complex

- | | |
|--------------------------------|--------------------------------------------------|
| 4. Enclosure Document D | Corporate Document Checklist Form |
| 5. Enclosure Document E | Respondent's Qualification Statement Form |
| 6. Enclosure Document F | Proposal Cost Sheet |

Attachment

- | | |
|------------------------|---------------------------------------------|
| 1. Attachment 1 | Contractors Capacity Assessment Form |
|------------------------|---------------------------------------------|

ENCLOSURE DOCUMENT A
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
RFP COVER LETTER

RESPONDENT:

Name: _____

Address: _____

Tax Identification #: _____

RESPONDENT'S PRIMARY CONTACT PERSON:

Name: _____

Title: _____

Telephone: _____

Email Address: _____

SCHEDULE OF ADDENDA:

(I) or (We) acknowledge receipt of the Addenda to the RFP Package hereinafter named, for the project(s) included in this RFP and declare that (I) or (We) accept these Addenda and that every change is included in this proposal.

Addendum Number _____

Issue Date _____

Addendum Number _____

Issue Date _____

Addendum Number _____

Issue Date _____

Addendum Number _____

Issue Date _____

RESPONDENT'S AUTHORIZED REPRESENTATIVE:

Name: _____

Title: _____

Signature: _____

Date: _____

ENCLOSURE DOCUMENT B
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
NON-COLLUSIVE AFFIDAVIT

_____, being first duly sworn, deposes and says:

- (1) That he/she is _____ (a partner or officer of the firm of, etc.) the party making the foregoing proposal/bid or proposal/bid cost; and
- (2) That such proposal/bid or proposal/bid cost is genuine and neither collusive nor a sham; and
- (3) That said Respondent (a) has not colluded, conspired, connived or agreed, directly or indirectly, with any Respondent or person to put in a sham proposal/bid or to refrain from bidding and (b) has not in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any person to fix (i) the proposal/bid cost of the affinity or that of any other Respondent or (ii) any overhead, profit or cost element of said cost proposal/bid or that of any other Respondent, to secure any advantage over the Virgin Islands Housing Finance Authority or any person interested in the proposed contract; and
- (4) That all statement in said proposal/bid or cost proposal/bid are true.

Signature of Respondent (Authorized Representative)

SUBSCRIBED AND SWORN TO before me
this _____ day of _____, 2023.

Notary Public
My commission expires: _____

ENCLOSURE DOCUMENT C
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
DEBARMENT CERTIFICATION FORM

Certification Regarding Debarment, Suspension and Ineligibility

- (1) The Respondent certifies, by submission of this solicitation, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
- (2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The VIHFA may also exercise any other remedy available by law.
- (3) Where the Respondent is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this solicitation.

Name and Title of Authorized Representative:

Printed Name

Signature

Date

SUBSCRIBED AND SWORN TO before me
this _____ day of _____, 2023.

Notary Public

My commission expires: _____

CORPORATE DOCUMENT CHECKLIST

Email Address: _____

____ Copy of Trade Name Certificate (if applicable)

ENCLOSURE DOCUMENT E
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
RESPONDENT'S QUALIFICATION STATEMENT

Name of License Holder: _____
Name of Company/DBA (if any): _____
Legal Status: (check one) ☐Corporation ☐LLC ☐Sole Proprietorship ☐Partnership
Business Location (office): _____
Mailing Address: _____
Telephone Number: _____ Fax Number: _____ Email: _____
Website address (if any): _____

Is the firm currently licensed to do business in the USVI? ☐Yes ☐No
Type of License(s): _____
Number of Years licensed to conduct business in the USVI _____
Will subcontractors be used to perform any portion of the work? ☐Yes ☐No If yes, please list the
name(s) of the proposed subcontractor(s): _____

Have you ever failed to complete a project, been fired or sued by one of your clients, and/or found in default
of contract terms? ☐Yes ☐No If yes, please explain on another sheet the circumstances, what means were
used to resolve the issue, and the outcome.

Are there or have there been, any Claims, Arbitration, Judgments or Liens against you? ☐Yes ☐No
If yes, explain on another sheet, the circumstances and outcome.

Respondent must provide clear evidence of having experience with installation of an AC system similar in
size and scope to what is requested in this solicitation. Clear evidence of this experience shall include:

- a. Project Name: _____
 - b. Project Owner: _____
 - c. Project Location: _____
 - d. Size and Scope of the AC System Installed: _____
 - e. Date of Completion: _____
 - f. Contact Information of the Owner: _____
-

List three non-VIHFA references that can be contacted for their input concerning your abilities:

Client Name _____	Contact Number _____
Company Name _____	
Client Name _____	Contact Number _____
Company Name _____	
Client Name _____	Contact Number _____
Company Name _____	

RESPONDENT'S QUALIFICATION STATEMENT cont.

Respondent shall certify that the above information is true and shall grant permission to the VIHFA to contact the above-named person or otherwise verify the information provided.

Name and Title of Authorized Representative: _____

Signature: _____

ENCLOSURE DOCUMENT F
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
PROPOSAL COST SHEET

The undersigned respondent proposes to furnish all labor and incur any other costs as may be required to perform the scopes of services, subject to all the conditions as set forth in the RFP.

ITEM	SITES	PRICE
1.	Remove and dispose of entire A/C System to include chiller, hangers, and Condensers, Repair of any openings left behind from duct and line removal on roof and exterior walls	
2.	Crane use for removal of old units on roof and install of new condensers on roof	
3.	Install new A/C System with required accessories and/or repairs to all walls that may require opening to install A/C lines	
4.	Electrical connection services of A/C System	
5.	Evacuate system and charge	

TOTAL BID PRICE _____

Please also provide a comprehensive cost write-up on a separate sheet on the company's letterhead for maintenance fee for monthly service

PLEASE TYPE OR PRINT THEN SIGN AS INDICATED BELOW

NAME: _____

TITLE: _____

COMPANY: _____

SIGNATURE: _____

Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this scope of services.



**VIRGIN ISLANDS
HOUSING FINANCE AUTHORITY**

100 Lagoon Complex · Suite 4
St. Croix · U. S. Virgin Islands · 00840
Telephone (340) 772-4432 · Fax (340) 772-4002
www.vihfa.gov

Afisha M. Hillocks
Procurement/Contract Officer
ahillocks@vihfa.gov
(340) 772-4432 ext. 3233
<https://www.vihfa.gov/procurement/solicitation>

 *Unlocking the Door to Affordable Housing*